



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF COUNSEL III (SPECIALIST)*
LEGAL DIVISION-CORPORATE AFFAIRS BUREAU
\$6,573 - \$8,111
SAN FRANCISCO

RESPONSIBILITIES:

Under the general direction of the Assistant Chief Counsel in the Corporate Affairs Bureau, the Staff Counsel III (Specialist) will conduct the most complex administrative hearings and provide legal services necessary for the enforcement of the California Insurance Code. The Staff Counsel III (Specialist) will independently, and in association with others, perform the most difficult of professional duties and activities, including the following: drafting the more complex legal research memorandums; responding to the more difficult public inquiries; reviewing and analyzing legislation and company filings; preparing and conducting administrative hearings; promulgating and revising regulations; providing appropriate legal guidance on sensitive and complex issues for department staff; working with and coordinating legal services provided by other counsel, including attorneys from the Office of the Attorney General; and representing the Department and the Commissioner in venues outside the organization, in meeting, and other activities.

DESIRABLE QUALIFICATIONS:

- Strong background and relevant experience in insurance law.
- Familiarity with the Insurance Code and related statutes and regulations.
- Litigation experience and/or corporate transaction experience.
- Familiarity with methods and systems of all branches of California government.
- Strong analytical and inter-personal skills.
- Excellent written and verbal communication skills; comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods.
- Ability to meet multiple deadlines and performs under pressure.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Counsel level, those within transfer range, or individuals with list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed, however, only the most qualified candidates will be considered. SROA or surplus employees are encouraged to apply. *Applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, transfer, list eligibility, or Training and Development Assignment) on the State application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to: Christen Ko, Human Resources Management Bureau - Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate 233-5795-001 "Staff Counsel III, Corporate Affairs Bureau" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: **April 23, 2001 or UNTIL FILLED**

***THIS IS A ONE-YEAR LIMITED TERM ASSIGNMENT**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SP04/12/01